

# Student Research/Presentation Guideline

CIS2010 Spring 2010

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These tips will give you some idea on how to perform well for this project.

## 1. Tips for research and content

- First do some brief and general readings on your topic, and determine some related sub-topics that you want to know more. Then do more readings focusing on your selected sub-topics. You can continue this cycle until you are familiar with your topic.
  - Use the web effectively to gather materials related to your topic.
  - Use general search engines like Google, Bing, etc.
  - Use specific content/knowledge source such as Wikipedia.org, about.com, Google Scholar, etc.
- Read articles and blogs in major IT news and magazine sites like zdnet.com, bnet.com, informationweek.com, cio.com, etc.
- Your research and report should go beyond the lecture and textbook, bringing in new contents and ideas.

## 2. Tips for preparing presentation slides

- Organize your slides well. Think about and understand the materials you are going to present. Don't just copy, paste and read.
- The presentation should generally include:
  - What you have read and learned. Introduce and summarize the key points and facts, with good examples.
  - Analysis: you may compare and contrast, analyze the impact, advantage and weakness, etc.
  - Your own ideas and opinions on certain statements, arguments and issues. Provide reasonable support.
- The slides should be consistent in style (color scheme, fonts, layout, etc.). Have one member to look it over before presentation for consistency.
- The slides should be clear and easy to read. Use bullet points effectively. Do not put long text in the slides. You can use graphics or animations, but they should not be distracting.
- Include all references/resources in the last slide: briefly describe or label each resource with a few words.
- *Avoid* these common mistakes
  - Lack of references/resources; or resources are just a bunch of links.
  - Long paragraphs and crowded slide.
  - Inconsistent slides style.
  - Lack of logic; topics are randomly put into the slides and presented.
  - No introduction and conclusion slides.
  - Lack of careful thinking and analysis.

## 3. Tips for presentation

- Be business-like and professional. You do not need to dress formally but need to be clean and tidy.
- Speak to the audience with the correct tone and volume.
- Stand up, and face the audience. Be polite and professional.
- Tips for an interesting presentation and ways to facilitate discussion and participation:
  - Use good and interesting examples. Don't just talk about terms and concepts.
  - Utilize relevant multimedia (graphics, animations, video clips, sounds, etc.).
  - Share your personal real life experience, and encourage the audience to share theirs.

- Present conflicting arguments and ideas, or have a debate.
- Hold in-class polls.
- Doing small exercises or playing simple games that involve the audience. Award them with candies.
- Doing live demonstrations. Note that the demonstration is a way to illustrate your idea; it should serve your presentation, not the other way. Do not let the demo take over your presentation.
- Ask interesting questions to the audience (don't ask hard (cold) questions).
- Set up dummy statement and let people judge and debate, or intentionally do something incorrect and let the audience judge.
- Let audience ask questions.
- On using images and videos:
  - Images and videos should have a point and be interesting. Don't include boring and meaningless images/videos.
  - Describe the video before playing it; and comment it after playing it.
  - Don't play long videos. It should be less than 2 minutes.
- *Avoid* these common mistakes
  - Reading slides and notes; not talking; or talking to yourself.
  - Facing to wall/screen; sitting in the chair.
  - Playing boring or irrelevant video clips; no explanation or discussion on videos and images.
  - No introduction or conclusion remarks.

#### **4. Reminder:**

- Minimum number of slides: 15, including everything.
- Minimum presentation time: 10 minutes.
- Minimum number of references: 10.
- You have to use Google Docs Presentation (shared editing) to develop your presentation file.